

Civil Engineering Construction Plans Review Checklist

Log No: _____

C.I.P. No: _____

Project:	
Location:	

Item Number Proofing Marks:	
/	Requirement satisfied.
O	Requirement not satisfied.
?	Unable to determine status, more information is required.
X	Not applicable.

Review #	Reviewed By	Date
1		
2		
3		
4		
5		

The requirements referred to on the checklist can be found in the City's Technical Design Manuals.

Item	Requirement	Comments
1.	The improvement plans must be submitted on 24" x 36" sheets.	
2.	Show the name of the proposed development or Capital Improvement Project (CIP) on the cover sheet.	
3.	Show the developer's or contracting owner's name, address, and phone number on the cover sheet.	
4.	Show the engineer's name, address, and phone number on the cover sheet.	
5.	Include the <i>General Notes</i> on the cover sheet or in the plans. Fill in the utility coordination block with the names and contact information for utilities identified by Blue Stake within the improvement area.	
6.	Elevations noted on the plans shall be based upon the NAVD 1988 datum.	

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	<p>A. The nearest City CMCN benchmark shall be utilized with the proper conversion value to NAVD 88.</p> <p>B. The City's benchmark ID number (CMCN #) and verbatim description must match the latest edition of <i>City of Chandler Vertical Control Base List</i>, and must be shown on the cover sheet with the equation.</p>											
7.	<p>Add the following approval block to the cover sheet:</p> <p>A. For Capital Improvement Projects:</p> <p>APPROVED:</p> <table><tr><td>_____ TRANSPORTATION & DEVELOPMENT DIRECTOR</td><td>_____ DATE</td></tr><tr><td>_____ CITY ENGINEER</td><td>_____ DATE</td></tr><tr><td>_____ DEVELOPMENT SERVICES ENGINEER</td><td>_____ DATE</td></tr></table> <p>B. For all other projects:</p> <p>APPROVED FOR COMPLIANCE WITH CITY CODE:</p> <table><tr><td>_____ CITY ENGINEER</td><td>_____ DATE</td></tr><tr><td>_____ DEVELOPMENT SERVICES ENGINEER</td><td>_____ DATE</td></tr></table>	_____ TRANSPORTATION & DEVELOPMENT DIRECTOR	_____ DATE	_____ CITY ENGINEER	_____ DATE	_____ DEVELOPMENT SERVICES ENGINEER	_____ DATE	_____ CITY ENGINEER	_____ DATE	_____ DEVELOPMENT SERVICES ENGINEER	_____ DATE	
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Item	Requirement	Comments
8.	<p>Add the following certification block to the cover sheet:</p> <p>I HEREBY CERTIFY THAT THE "AS-BUILT" INFORMATION AS SHOWN HEREON WAS MADE UNDER MY SUPERVISION, OR AS NOTED, AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.</p> <p>_____ REGISTERED LAND SURVEYOR DATE</p> <p>REGISTRATION NO: _____</p> <p>_____ FIRM NAME</p> <p>I HEREBY CERTIFY THAT THE AS-BUILT INFORMATION SHOWN HEREON SATISFIES THE INTENT OF THE DESIGN.</p> <p>_____ REGISTERED CIVIL ENGINEER DATE</p> <p>REGISTRATION NO: _____</p> <p>_____ FIRM NAME</p>	
9.	<p>Add the following certification block to the cover sheet:</p> <p>I HEREBY CERTIFY THAT THE SETBACKS TO THE NEAR FACE OF UTILITY POLES, STRUCTURES, AND OTHER SIMILAR FACILITIES GREATER THAN 18 INCHES IN HEIGHT ARE SHOWN TO BE 5.5 FEET BACK OF CURB AND 1 FOOT FROM SIDEWALKS. IN CASES WHERE THE FACILITIES ARE ADJACENT TO A DECELERATION LANE OR BUS BAY, THE SETBACK MAY BE REDUCED TO 2.5 FEET BACK OF CURB.</p> <p>_____ REGISTERED CIVIL ENGINEER DATE</p>	
10.	<p>Place an index map with the following information on the cover sheet or in the plans:</p> <p>A. Street names.</p> <p>B. Lot, tract and parcel numbers.</p> <p>C. Sheet numbers.</p> <p>D. Phase limits and numbers if applicable.</p> <p>E. Model home area.</p>	

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11.	Place a sheet index with the following information on the cover sheet or in the plans: A. Sheet Numbers (sequential numbers) B. Drawing Number(s) C. Description	
12.	Place a legend identifying the symbols used on the cover or detail sheet and add the following on the lower right of the cover sheet over the title block: C. O. C. Log No. _____	
13.	Each sheet of the improvement plans must be sealed, with signature, by the engineer preparing the plans.	
14.	The minimum height of all text and lettering shall be 0.1" (one tenth of one inch).	
15.	Surface shading and hatching must not obscure the proposed construction work.	
16.	Place a vicinity or site location map on the cover sheet. Show adjacent jurisdictions.	
17.	A portion of the improvements shown on your plans is within the jurisdiction of the state/county. Acquire the appropriate permit. Indicate the permit number on the cover sheet.	
18.	The development is adjacent to a current City project/Improvement District. Coordinate your plans with the City Project/Improvement District Engineer. Add the following approval block to the cover sheet or in the plans and acquire the engineer's signature. <div style="display: flex; justify-content: space-between;"><div>APPROVED FOR COORDINATION (Add project name and number)</div><div>DATE</div></div>	
19.	Submit permit quantities tabulation: <i>Certificate of Quantities</i> .	
20.	Show north arrows on each sheet.	

Item	Requirement	Comments
21.	Show phase limits and numbers on each applicable sheet.	
22.	Show match lines and sheet references on each sheet and stations if applicable.	
23.	Show the scale on the plans; see the City's technical design manuals for requirements.	
24.	Show existing buildings and other significant structures. If appropriate, note the removal of these items.	
25.	Submit for permit: mylars of improvement plans cover sheets with 3 copies each of improvement set 24" x 36" blacklines (stapled separately).	
26.	Please submit (with mylars for final approval) a completed Certificate of Quantities form, signed and sealed by the Civil Engineer. Submit a separate Certificate of Quantities for each construction phase.	

Prior checklists and plans are required for subsequent submittals.